

SPAWAR INSTRUCTION 5402.1Q

From: Commander, Space and Naval Warfare Systems Command

Subj: AUTHORITY TO SIGN OFFICIAL CORRESPONDENCE

Ref: (a) SECNAVINST 5216.5D

Encl: (1) SAMPLE DELEGATION LETTER
(2) AUTHORIZATION TO RELEASE NAVAL MESSAGES

1. Purpose. To update policy, guidelines and to identify personnel authorized to sign correspondence, messages, and other documents for the Commander, Space and Naval Warfare Systems Command.

2. Cancellation. SPAWARINST 5402.1P is cancelled.

3. Background. The Navy's correspondence, directive and message system requires certain official correspondence be signed at a responsibility level appropriate to the nature of the communication. Signature authority of written (including electronically transmitted) communications, if not specifically reserved for signature at a designated responsibility level, may be delegated to lower levels.

4. Discussion. Reference (a) cites Navy policy authorizing the use of Command letterhead stationery or memoranda, naval messages, and signed facsimile (FAX) as official correspondence. Electronic mail (email) is recognized as informal correspondence until electronic secure signatures are available. Correspondence transmitted via any official means is subject to the requirements of this instruction.

5. Policy. The Commander is responsible for all official correspondence. Any written or electronically transmitted communication "from the Commander" is to be considered official, outgoing command correspondence. All correspondence of this nature shall be placed on command letterhead stationery or transmitted in proper Naval Message format. All correspondence that promulgates or changes policy must be routed through and signed by the Commander. Signature authority for official correspondence may be delegated by the Commander in writing as described herein and in reference (a). "By direction" signature authority shall be used only by designated personnel on correspondence concerning programs

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within their respective areas of responsibility. Such delegations will be specific by position rather than name. This policy will be executed as follows:

a. Reserved for signature of SPAWAR 00:

(1) Correspondence or documentation required by law or regulation to be signed by the Commander.

(2) Fitness reports for all officers (active duty and active duty for special work) except those assigned to another Flag Officer within SPAWAR.

(3) Correspondence requiring the Commander's signature as a matter of courtesy.

(4) Correspondence pertaining to Letters of Appreciation using command letterhead.

(5) Negative replies or criticisms regarding actions, recommendations, or policies of:

- (a) Numbered Fleet Commanders.
- (b) Fleet Commanders-In-Chief.
- (c) Chief of Naval Operation (CNO) (or higher authority).
- (d) Assistant Secretary of the Navy (ASN).
- (e) Research, Development and Acquisition (RD&A) (or higher authority).
- (f) Heads of offices and commands.
- (g) Associations, companies and corporations.

(6) Approval of all Milestone documentation requiring Milestone Decision Authority (MDA) approval (e.g., Acquisition Program Baseline agreements and Acquisition Decision Memoranda) for those programs for which SPAWAR 00 is the MDA.

(7) Approval of all transfers of funds including Economy Act determinations and findings, to activities outside Department of the Navy (DoN). These approvals may be obtained on an individual basis or as part of an approved Acquisition Plan (AP). PMWs will provide a copy of the approval to SPAWAR 01 when the funding documents for such transfers as funds are processed.

(8) Memorandum of Agreement/Memorandum of Understanding (MOA/MOU) with sources outside Department of Defense (DoD). MOA/MOU with activities outside the DoD that have resource implications must have SPAWAR 01 review and concurrence.

(9) Denials of Freedom Information Act requests.

b. Reserved for signature by SPAWAR 00, SPAWAR 00A, AND SPAWAR 09:

- (1) Correspondence dealing with command policy, mission or organization.
- (2) Certifications or recommendations for ACT I, II, III, and IV programs.
- (3) Major acquisition and program documentation such as acquisition plans, test and evaluation master plans, selected acquisition reports, program management proposals, and MOA/MOUs.
- (4) Correspondence discussing a program redirection, change in funding, or establishment of a new program.
- (5) Correspondence notifying higher authority that a program's cost, schedule or technical performance is in jeopardy.
- (6) Correspondence concerning an Equal Employment Opportunity matter.
- (7) Press releases.
- (8) All substantive responses to inquiries or investigations from the Congress, General Accounting Office, Office of Management and Budget, DoD or Naval Inspector General.
- (9) Release of life cycle support upgrades or changes, such as software update version releases, or equipment and system upgrade, or installation release notices.
- (10) Sole source requirements for services over \$25,000 not included in an acquisition plan or other program documentation approved per 5b(3) above.

c. Directors (SPAWAR 01, 02, 03, 04, 05, 06, and 08); Program Directors (PD 14, 15, 16, 17 and 18); and Commander's staff (SPAWAR 00E, 00C, 00G, 00H, 00K and 00P) are authorized to sign official correspondence "By direction" provided that the correspondence does not contravene the policy stated in paragraphs 5a and 5b above. SPAWAR 02 and 02A, when performing Head of Contracting Activity/Chief of the Contracting Office functions, may sign with their titles in lieu of "By direction." With the approval of the Commander, the Directors or Program Directors may sub-delegate "By direction" when it is considered prudent and effective to do so. Enclosure (1) provides a sample delegation letter.

d. Directors and Program Directors as listed in 5c are authorized to release Naval Messages under their own SPAWAR code or delegate release authority under their signature for matters

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related to programs within their purview. SPAWAR 00E will designate release authority for 00 codes as directed by the Commander. A copy of enclosure (2) should be forwarded to the msgctr@spawar.navy.mil. The Command Duty Officer (CDO) can release emergency messages in the course of duty. The list of authorized releasers will be reviewed semi-annually. The Commander's written approval is not required for sub-delegation of release authority of Naval messages.

e. The SPAWAR Counsel (SPAWAR 00C), and the SPAWAR Inspector General/Staff Judge Advocate (SPAWAR 00G) may sign, by title on letterhead stationery, correspondence relating to matters under their cognizance.

f. Contracting officers/contracting representatives (COR), acting within the scope of their authority, may sign, by title on letterhead stationery correspondence relating to their official duties, but may not sign such correspondence "By direction."

g. The cognizant Program Manager (PMW) is authorized to approve requirements for services to be placed on the Program Management Team Omnibus (PMTO) contract, or on other SPAWAR-wide service contracts providing standardized program management, engineering, or other services.

h. The cognizant Director or Program Director is authorized to approve requirements for services for which SPAWAR will contract utilizing competition. In addition, they are authorized to approve MIPRs or other documents sending funds to other Navy activities. However, authorization from SPAWAR 00 shall be obtained prior to retransmittal of such funds to any non-SPAWAR activity.

i. Program directors can approve acquisitions and MOAs/MOUs within DoD, including other DoN activities. The cognizant Program Manager (PMW) can approve acquisitions and MOAs / MOUs from other Department of the Navy (DoN) activities. All MOAs/MOUs within DoD including DoN activities having resource implications will be reviewed and have concurrence by SPAWAR 01 prior to approval.

6. Procedures. Implementation will be according to the following guidelines:

a. Good judgment must be exercised in the interpretation of this policy. Questionable areas should be brought to the attention of the Executive Assistant (SPAWAR 00E) for discussion with the Commander.

b. Correspondence (including messages), which may potentially be embarrassing to the Command, shall be cleared through the Commander prior to release. Sub-delegation of signature

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authority for correspondence shall be made to specific titles (not names) and will include a specific description of the nature of the delegation accompanied by examples or description of the correspondence involved. The Commander shall approve sub-delegation of "By Decision" authority for correspondence. Enclosure (1) is a sample delegation letter.

c. Naval messages will have the releaser's office code in the "FROM" line of the message. ***The COMSPAWARSYSCOM SAN DIEGO CA //00//PLAD will only be used when it has been reviewed and cleared for release by the Commander.*** All naval messages will be sent via e-mail to: msgctr@spawar.navy.mil by the authorized releaser.

d. Use of a signature stamp is authorized for SPAWAR 00/09/00A in their absence, but only with their express concurrence. Use of signature stamps by any other SPAWAR personnel is not authorized.

Distribution:
SPAWAR List 6

SNDL Part II:
FKQ (SPAWAR ACTIVITIES)
FKR 10 (SPAWAR RESERVES)

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DELEGATION LETTER

From: Commander, Space and Naval Warfare Systems Command
To: Head, Business Operations Division, SPAWAR 08-4

Subj: AUTHORITY TO SIGN OFFICIAL CORRESPONDENCE

Ref: (a) SPAWARINST 5402.1Q

1. You are hereby delegated authority to sign official correspondence "By direction" in the following categories, provided the correspondence does not contravene the policies of reference (a).

Authority includes: Business Operations and Finances; Administrative Policies and Processes; Facilities Engineering; Safety, Security and Environmental Compliance; Security, Plant Property and General Headquarters Support Services.

2. Ensure your actions remain within the letter and intent of reference (a). Any area of uncertainty should be forwarded to me for resolution.

/s/ Appropriate Official

Copy to:
SPAWAR 00E
Appropriate SPAWAR Code(s)

Approved: _____

Date: _____

SAMPLE

ENCL (2)

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AUTHORIZATION TO RELEASE NAVAL MESSAGES

MEMORANDUM

FROM: PD17
To: COMSPAWARSYSCOM Message Center
Subj: AUTHORIZATION TO RELEASE NAVAL MESSAGES

<u>Name</u>	<u>Originator's Code</u>	<u>Phone Number</u>	<u>email user name*</u>
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*(email username "@spawar.navy.mil" is assumed)

SAMPLE

ENCL (2)